Engaging Classrooms Library Submission Instructions
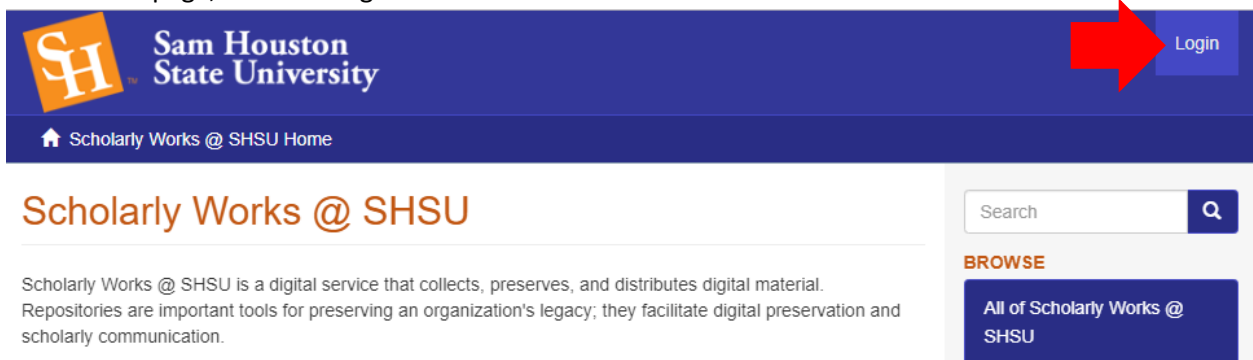
1. Go https://library.shsu.edu/

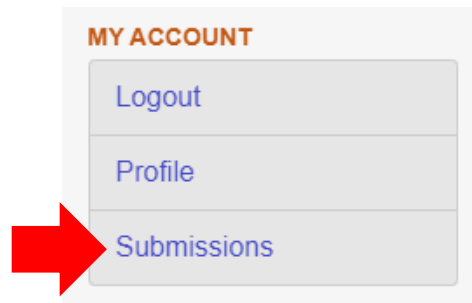2. Scroll down and click on Digital Collections
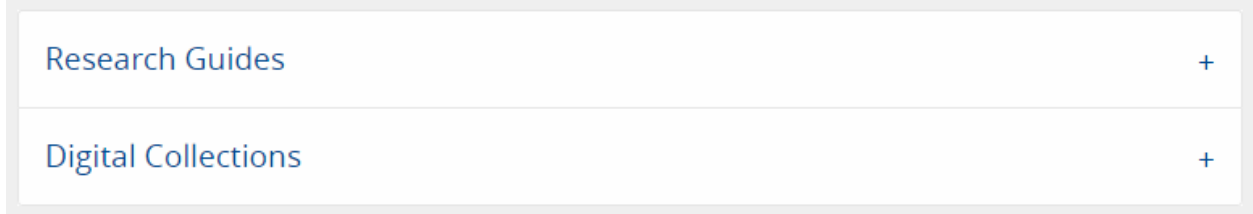
3. Click on "Scholarly Works@SHSU"
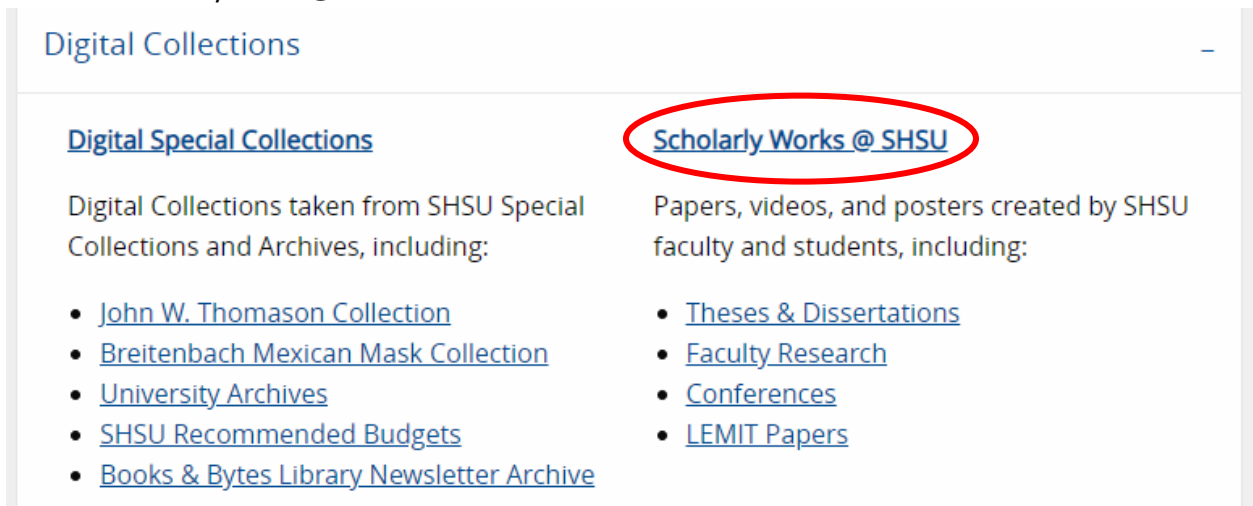
4. On the new page, click on "Login"

5. Log in using your SHSU credentials

6. Scroll down and click on Submissions in the right hand column

MY ACCOUNT

Logout

Profile

Submissions

7. On the new page, click on "start another submission"

Submissions & Workflow tasks

Unfinished submissions

These are incomplete item submissions. You may also **start another submission**.

Title	Collection	Submitter

8. Select "Engaging Classrooms" from the Collection dropdown list and click "Next"

Item submission

Select a collection

Collection:

Engaging Classrooms > Active Learning Library

Select the collection you wish to submit an item to.

Next

9. Fill out the Item Submission Form and click "Next"
    a. In the Type field, select the most appropriate type. (If unsure, select "Learning Object")

Type:

Book
Book chapter
Dataset
Learning Object
Image
Image, 3-D
Map

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

10. Fill out the next description page and click Next. (If you have any questions, please contact Ashley Crane at abc064@shsu.edu or Susan Elkins at selkins@shsu.edu.)

11. Click on Choose File(s) to select a file for upload then
    a. Click on "Upload file & add another" to add additional files
    b. Click on "Next" if finished uploading files

12. Review the entered information and click "Next"

13. Read through the Non-exclusive Distribution License terms, then check "I Grant the License"
    a. Granting the license provides NGL the ability distribute your material electronically.

14. Click on "Complete submission" to finish.